

HOUSING GUIDE

Pennsylvania College
of Art & Design



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(717) 396-7833

Introduction:

Living off-campus is an exciting prospect for many students. Learning to manage living on your own can help prepare you as you begin your professional life. At Pennsylvania College of Art & Design, our students get a head start learning how to live on their own, which makes them better prepared as they enter the real world.

We realize that students and their families will have many questions regarding off-campus housing. In response, the Student Life Office produces this guide to answer your most frequently asked questions.

Affordable off-campus housing doesn't have to be a fantasy; with a careful, thorough, and educated search, you can make the most of this experience. Remember, this is where you will be spending a great deal of time during the next year or so, and the condition, location, who you will share it with, and who you rent from are all factors that may make the next year blissful or stressful.

Take some time to read through this booklet, especially if this is your first experience apartment hunting. If you need further help, the Student Life Office can answer any other questions or concerns by calling us at 717-396-7833 ext 1018 or by e-mail at HousingService@pcad.edu.

Good luck in your search!
Housing Referral Service
Pennsylvania College of Art & Design

The Pennsylvania College of Art & Design makes no representation whatsoever regarding the housing or the landlords listed through its housing referral service. The properties listed are done so at the request of the landlords to assist students in locating possible off-campus housing opportunities. Students are responsible to inspect the property and negotiate lease terms with any landlord.

The Pennsylvania College of Art & Design has no responsibility to inspect or investigate these listings or landlords and is not endorsing any specific properties or landlords for students by this listing. The Pennsylvania College of Art & Design disclaims any responsibility, among other things, for the condition of any premises, terms of any leases, treatment by any landlord, or compliance with any applicable local zoning ordinances.

The Pennsylvania College of Art & Design supports local, state and federal fair housing laws and regulations.

Policy on Housing and Roommates:

Pennsylvania College of Art & Design provides Off-Campus Housing and Roommate Bulletins to foundation, transfer, and current students for their convenience. The Student Life Office collects data on available housing in the Lancaster area, prepares periodic housing lists, and provides information about potential roommates to students who request it. A rental listing in the “Housing and Roommate Bulletin” does not indicate that Pennsylvania College of Art & Design inspects, approves, or is responsible for negotiating or terminating leases. Leases are the responsibility of students and/or their parents. Pennsylvania College of Art & Design does not knowingly assist or support any landlord who engages in unlawful housing discrimination. Any listings of businesses are meant as a resource for students and their families. Pennsylvania College of Art & Design has no relationship with, nor does it endorse any of these businesses.

Assessing your Needs

Before you look for an apartment or house, there are several questions you should ask yourself in regard to your particular needs:

- How much money am I willing/able to spend on rent and other expenses each month?
- Am I planning to live alone or with a roommate?
- Do I want a single bedroom?
- Do I want to live in a house, apartment, or single room (efficiency)?
- Do I need direct access to public transportation? Laundry? Supermarket?
- Do I need to live within biking or walking distance of the college?
- Will I want/need to bring a car?

A formula used by many landlords to qualify a renter is:

{Monthly take home pay} x 30% = what you can afford to pay for rent and utilities combined

Example:

$\$2,400/\text{month} \times .30 = \720 per month for rent and utilities combined

If a prospective renter applies for an apartment and does not meet the income qualifications, this person probably cannot afford the apartment because it is a general rule that no more than 30% of your income should go toward paying rent and utilities combined. This estimate allows for other expenses such as car payments, medical expenses, food, clothing, etc.

Use the following worksheet to help you budget for monthly expenses. Even if you are uncertain, an estimate will help give you a general idea

Monthly expense worksheet

Rent	\$	_____
Utilities	\$	_____
Art Supplies	\$	_____
Books	\$	_____
Food	\$	_____
Transportation	\$	_____
Clothing	\$	_____
Laundry	\$	_____
Telephone	\$	_____
Furniture/Redecorating	\$	_____
Recreation/Entertainment	\$	_____
Medical/Dental	\$	_____
Other	\$	_____
TOTAL	\$	_____

Roommates

Pennsylvania College of Art & Design provides services to help students find compatible roommates. By filling out questionnaires and making contacts with students, the Office of Student Life is able to focus on those students seeking roommates and use the information collected to give students a choice of potential roommates. Although this process works very well for PCA&D students, there is always the potential for roommate conflict. With this in mind, it is important to discuss relevant lifestyle issues with a potential roommate (cleanliness, food, parties, girl/boyfriends, pets, borrowing, habits, and preferences), as well as general division of responsibilities and payment of bills. Talking about yourself is always a good icebreaker because you can cover a wide variety of topics that are important to you and how you want to live. Well established house rules and responsibilities will make things easier for each party involved. If differences occur, talking about your concerns should come first.

Choosing a Roommate

A roommate can become either a lifelong friend or the visitor who stayed way too long. Of course, there is really no way you can find out except by trial and error...but here are some things to consider.

- Do you want a place to study or party or equal bits of both? Find out what a prospective roommate's habits are. Does he or she smoke (or do you)? What about alcohol or drugs? Ask about tastes in music - does classical or world beat music set your teeth on edge? If so, make it known.
- Are you a homebody or do you prefer going out? How about that prospective roommate?

- In the same vein, are you an early riser or a night owl? If the former, avoid the latter...unless you decide in advance to establish designated quiet hours.
- Also consider living habits - are you a Felix or an Oscar? May sound silly now but small things like strewn newspapers or uncapped toothpaste can become irritating down the road.
- Overnight guests - yes, no, special occasions? This is an important thing to plan ahead for...especially if your place is rather small. There's nothing worse than feeling uncomfortable in your own apartment if your roommate has frequent uninvited guests. Especially if they empty the fridge or commandeer the TV remote.
- Borrowing, does it bother you or could you just not care less? This includes not just clothing but computer, books, food, money, etc.
- Be sure your new roommate is financially responsible. Remember, it may be your name on the lease, which makes you legally liable to pay full rent. Whatever your budget, rent and utilities should come first.
- Pets? If you don't like pets or are allergic, or like some pets but not others, make it known.

Once you've found someone you think you could possibly hack it with, be sure to make a list of rules and write them down. This would include sharing the shopping or laundry duties, cleaning schedule, telephone schedule, the do's and don'ts. And perhaps even consider agreeing upon an escape plan if things just don't work out. That said, having a roommate can be discovering a friend for life. Just take it slowly and realize that compromise is the best way to survival.

Roommate Agreement

A Roommate Agreement is something to consider making once you have chosen a roommate and apartment. Use this to curb disputes and set the rules at the very beginning. Use the sample on the next page as reference in writing your own.

Sample Roommate Agreement

_____ (Roommate 1),
_____ (Roommate 2) and
_____ (Roommate 3) are co-tenants
at _____ (Full Address),
under a _____ (Length of lease) that expires on _____ (Date).
We have all signed a lease with the landlord, _____ (Landlord),
and have each paid \$_____ towards the security deposit of \$_____.

We the tenants all agree as follows:

1. Rent

The rent of \$_____ per _____ (Time period) will be split as follows:

\$_____ for _____ (Roommate 1),
\$_____ for _____ (Roommate 2),
\$_____ for _____ (Roommate 3),

_____ (Roommate 1) will write a check for the total
month's rent and take it to the landlord on the _____ of each month.

The others will pay their share to _____ (Roommate 1) on or
before the _____ of each month.

2. Bedrooms

_____ (Roommate 1) and
_____ (Roommate 2) will share the large bedroom
_____ (Roommate 3) will have the small bedroom.

3. Food

We are each responsible for our own food purchases.

4. Cleaning

We are each responsible for cleaning our own room.

The rest of the apartment is to be cleaned (Describe who is responsible and under what
timeframe they should clean)

The kitchen: No one will leave dishes in the sink for more than 24 hours, and everyone
will promptly clean up when asked.

5. Utilities

Everyone will pay an equal share of all utilities.

Electricity: _____ (Roommate 2) will arrange for service and pay the bill.

Within _____ days of receiving the bill, the others will each pay \$ _____ (one-third of the total) to _____ (Roommate 2).

Gas: _____ (Roommate 3) will arrange for service and pay the bill.

Within _____ days of receiving the bill, the others will each pay \$ _____ (one-third of the total) to _____ (Roommate 3).

6. Phone and Cable (Describe these arrangements in a similar way to the utilities)

7. Guests (Describe guest agreements)

8. Quiet Periods (Define privacy agreements)

9. Violations of the Agreement

For violation of this agreement any two roommates can ask the other to leave. If a roommate is asked to leave, he/she will do so within 30 days. Upon relinquishment of premises exiting tenant will receive portion of deposit minus any charges accrued and any prepaid rent for future rent. The rent for the 30 days that exiting tenant is given to relocate will not be refunded even if tenant does not use entire grace period.

10. Leaving Before the Lease Ends

If a roommate wants to leave before the lease ends (which expires on _____), he/she will agree to give an advanced notice of 30 days. The vacating roommate agrees to fulfill his/her financial responsibilities as outlined in the lease until a replacement roommate is found and approved. The vacating roommate is responsible for notifying the landlord or manager of this change and for obtaining his/her portion of the initial security deposit from the new roommate.

11. Security Deposits

The roommates have collectively paid \$ _____. Each roommate has individually contributed \$ _____. Each roommate will receive his/her portion of the security deposit when the landlord or manager returns it or when a substitute roommate moves in and replaces the leaving roommate’s portion of the security deposit. Damages made by any individual roommate and/or their guests, will be deducted from that roommate’s portion of the security deposit.

12. Dispute Resolution

If a dispute arises concerning this agreement or any aspect of the shared living situation, the roommates will seek a mediation service for assistance. This will involve all three roommates sitting down with a mediator in good faith to try to resolve the problems.

13. Amending Agreement

This agreement can only be altered or amended if all three roommates agree to alteration/amendment and resign and date the alteration/amendment.

14. Additional Agreements (Write down any additional agreements)

Roommate 1

(Signature) _____ (Printed Name)
_____ Date

Roommate 2

(Signature) _____ (Printed Name)
_____ Date

Roommate 3

(Signature) _____ (Printed Name)
_____ Date

Tips on Maintaining Roommate Relationships

- Get to know your roommate. Ask them questions about their parents, siblings, friends, hobbies, past jobs/trips, books, music, etc. Your roommate doesn't have to be your best friend for life but you should communicate. Remember to introduce them to visitors and friends who stop by.
- **Treat each other with respect.** Be aware of each other's sleeping habits, study habits. Be mindful of each other's possessions. Ask to borrow before you touch!
- Work out a system with cleaning, dishes, food, bills.
- Split utility bills equally.
- Establish rules concerning visitors, get-togethers, etc.
- Take accurate phone messages and double check information.
- Share and appreciate each other's differences. Try to share each other's strengths. If you are good at a particular subject and your roommate is not, help them out!
- Take each other's taste into consideration when decorating.
- Let your roommate know when you are leaving town or are going to be gone for an extended period. Leave a number where you can be reached if possible.
- Get to know your roommate's schedule. Know when they have classes and what time they start their day to avoid bathroom conflict. It's to your benefit to know where to reach them in case of an emergency.
- **COMMUNICATE!!!** Talking is the best way to solve problems.

Finding the Right Place

Having evaluated your needs and considered the possibilities of meeting them on your budget, it is now time to start your search for a place to live. The Student Life Office provides updated lists of available, reputable housing in Lancaster City on a bi-weekly basis, as well as the names of independent owner contacts. For additional resources, you may want to follow up on some of our student referrals, check apartments.com through our Web site, or check the "Lancaster Newspapers" classified sections, especially the Sunday editions, and the newspaper's web site (www.lancasteronline.com) or www.craigslist.org. Take advantage of every opportunity to look at potential apartments. The searching process will provide you with a good idea of what to expect, and it may lead to word of mouth referrals about other potential housing.

Discrimination in Housing

There is no law forbidding discrimination against students (as students). However, the Pennsylvania Human Relations Act protects your right and forbids discrimination on the basis of race, sex, religious belief, color, national origin, handicap or disability, ancestry, age (40 and above), and familial status. If you feel you are the victim of this kind of discrimination, please contact:

[The Fair Housing Center](#) at
Lancaster Housing Opportunity Partnership
123 East King Street
Lancaster, PA 17602
717-291-9945 ext 7

Selecting and Inspecting a Prospective Apartment

When looking at a prospective apartment or house, pay close attention to details. Careful inspection of the apartment may affect your decision to sign a lease. It can also keep you safe from legal or monetary hassles. It is a good idea to take along a checklist (like the one at the end of this guide) and thoroughly examine each of the listed items. Remember to be exact and describe the condition of each item and make sure the landlord receives and signs a copy from him/her and you. Having this information documented makes assessment easier to determine when it is time to get your security deposit back.

Always inspect the apartment before paying the security deposit. If someone other than the landlord shows you the apartment, be sure to find out who the landlord is and ask about the procedure for reporting maintenance problems. If possible, you may want to get the previous tenant's opinion of the landlord/agent and the apartment itself.

Some items you will want to pay special attention to are listed below:

- Cracks in walls or ceilings, or warped floors may indicate faulty woodwork or plumbing.
- Pull all shades or Venetian blinds to check for tears and broken blades.
- Window screens should not be bellowed or torn.
- Do the locks on the doors and windows work, they should.
- Check closets, cupboards, and drawers for easy opening
- Be sure each room has a sufficient number of working electrical outlets, light switches/fixtures.
- Take note of the number of phone jacks and ask if the apartment has a cable TV outlet, if these features are important to you.
- The range, burners, and oven should work properly.
- Check the refrigerator for size and examine the rubber sealing gasket around the door for tears. Inquire about defrosting procedures if it is not self-defrosting.
- Find out about parking arrangements and costs if you have a car and expect to have it with you.

- Know exactly what utilities are included in the rent and what you will be expected to pay on your own. If you'll be paying for heat and other utilities, you can try to contact the last tenant to find out what costs to expect. You can also call the local utility companies directly and they can tell you what charges have been previously billed to that address.

Security Deposits

Most leases require a security (or damage) deposit to be paid by the tenant before the premises are occupied. The purpose of this deposit is to protect the landlord against damages to the premises by the tenant. To protect yourself against the possibility of having a landlord assess unfair damages against you, compile a carefully written inventory of conditions in the apartment before you move in and have it signed by the landlord. You will also want to take photos or a video of the apartment and any preexisting defects. You should each receive a copy and present them to each other upon termination of your lease.

Additionally, here are some legal points that you should know about security deposits in the state of Pennsylvania:

- A landlord may not ask for more than two months security deposit. After the first year of a lease, he/she may not require more than one month's security deposit.
- A landlord cannot keep your security deposit unless he/she sends you a list of damages and the cost of any repairs within 30 days after you move.
- At the beginning of a third year of a lease, a landlord who has over \$100 in security must do one of two things:
 1. Deposit your money in an interest bearing account, paying the interest to you yearly, after deducting 1% of that interest for administrative costs, or...
 2. Arrange for a bond, which guarantees that you will get the security deposit and interest returned to you, minus any deductions for tenant damages.

Your lease may require you to notify your landlord in advance and in writing of the date you are planning to leave. In order to ensure return of your security deposit, it is always wise to check your lease for additional details on notification procedures.

The Lease...READ YOUR LEASE BEFORE YOU SIGN!!!!!!

When you rent an apartment, you will probably sign a lease or rental agreement. A lease is a legal contract in which you and the landlord agree to the terms of your tenancy. A lease has a specific term (usually 9 months to a year) during which the rent is fixed. As an individual and jointly (with your roommate) you agree to be responsible for the rent until the end of the term, even if you move out, unless the landlord agrees in writing to some other arrangement.

The Oral Lease

An oral lease is legal in Pennsylvania!!!

An unwritten tenancy agreement is a month to month contract. You can end tenancy and move out anytime after giving 30 days notice. These are not always in the best interest of the renter or the landlord. If a written lease is not available, suggest writing one.

Remember: Be sure you understand a lease or rental agreement thoroughly before you sign it, and make sure you understand your obligations. Do not sign a lease that is for a period of time that is longer than you actually plan to stay. **All roommates' names should appear on the lease.** This makes every person involved legally responsible for payments, bills, and damages, etc. This also insures that no one person bears the cost for irresponsible roommates.

Protecting Your Belongings

It is important to protect the belongings you bring with you to college. A renter's insurance policy can assist in assuring the value of your items. Talk with your parents – often, if your parent is a homeowner, their homeowners insurance policy should cover your belongings while you are in college. If this is not the case, you may want to look into purchasing a renter's insurance policy. Talk with your insurance agent (this can be a car, health, or homeowner's insurance agent) – policies are quite reasonable in cost.

Safety

The city of Lancaster is safe and interesting, with many social and cultural activities to enjoy. Lancaster is a blend of city and suburban life, providing many diverse activities and attractions that a metropolitan area has to offer without being overwhelming. Although Lancaster is safe, we encourage students to use common sense with regard to their own safety and to follow some basic rules of city life:

- Always walk with a partner and stay in well lit areas and night.
- Be aware of your surroundings. Avoid questionable areas of the city when you can.
- Remember to always lock cars and apartments when you leave them.
- Do not leave valuables lying around in cars, the college, or anywhere others may have easy access to them.
- Exercise caution when providing information about your housing, possessions, and daily activities to strangers.

For PCA&D students who live in Lancaster City, the college provides a Ride Home Program. This service is for students who are working after class hours and would feel more comfortable taking a cab home instead of walking.

- This service is free to all PCA&D BFA students.
- Service will be available from 6:45 pm Monday through Friday until building closes and from 5:00 pm Saturdays and Sundays until the building closes.
- The Ride Home service is available only within Lancaster City limits, and only to your home or apartment. Exceptions need approval from the Dean of Students.
- **Should you need a ride home you must notify the guard at least one hour prior to your planned departure.** Show the guard your ID and write your name and address on the Ride Home Report. Security personnel will call a cab for you.
- Please be ready to leave when the cab arrives at the requested time.
- When the cab arrives you must show your ID to the Cab Driver. Security personnel will sign the charge slip for the driver.

Apartment Safety Checklist: Questions to Ask

- Were all locks changed after the last tenant left, prior to your moving in?
- Do all exterior doors have deadbolts?
- If the exterior door has a window, is the lock a double-cylinder lock? Meaning it can only be locked or unlocked with a key, not by simply turning the bolt if someone were to break the window and stick their arm in to unlock the door. (If it is a double cylinder lock, do not leave a key in the lock – or where it can be easily obtained.)
- Who has access to master keys?
- If repairs are needed, will they be scheduled while you are home? Or will the landlord let the repairperson in if you are not home? Are all repairpersons bonded, meaning the company they work for has insurance and in most cases has had a criminal background check.
- If your front door does not have a peephole, can one be installed?
- If your unit has a sliding glass door, make sure it has a drop bar or get a broom handle or thick wooden dowel cut to length to prevent the door from being forced open.
- What normal security is provided by the owner/complex? Are there any special considerations made during the holidays?
- If bushes/shrubs are as tall as the windows, can they be trimmed so someone is not able to hide behind them.
- Are smoke detectors installed and working properly? Put new batteries in as soon as possible, even if they're working, and remember to change them every six months.
- Is the apartment and/or building number clearly posted?
- Is there adequate night-time lighting around your unit?
- Can a motion-sensor light be installed at the side of your unit if there is not enough current lighting at night?
- Are all the walkways, entrances, hallways, stairways, laundry rooms, and storage areas well lit 24 hours a day?
- Are the mailboxes equipped with quality locks and positioned in a well-traveled area?

10+ Things to Pack Last

Okay, it's time to pack for your first apartment. Here's a helpful list of 10+ items to pack last and keep handy...these are the things you'll need to get to first as you move in. Also see the following list of general supplies to take with you to college.

- Extension cords, batteries. (*Laptop, printer, power strip/surge protector, chargers, and all of those little gizmos you just can't seem to live without. So it just makes sense to keep that extension cord or pack of new batteries right on top and within reach.*)
- Tools. (*We're talking hammers and screwdrivers, nails and screws, scotch tape, duct tape and especially, a tape measure.*)
- Drinking glasses. (*Thirst always seems to come first – particularly if you have to lug that stuff by yourself. Dehydration is a sneaky beast, so be prepared!*)
- Snacks, pizza or fast food coupons. (*You're going to work up a hunger so think about treating yourself to a quick bite.*)
- Cell phone/charger. (*Put these within easy reach – there's always potential for an emergency. Also be sure to keep those important telephone numbers handy, especially the number of your landlord and utility companies.*)
- Sufficient cash. (*Duh...but if you're opening a new bank account, you may have to wait for your first check to clear.*)
- A copy of your lease and personal ID such as driver's license. (*And speaking of banking, if you're starting a new checking account, or applying for utilities service, you'll need proof of your new address, too.*)
- Cleaning materials. (*Especially paper towels – accidents do happen...and will.*)
- Light bulbs, a small lamp, a flashlight, and/or a night light (*It may be dark when you finally move in.*)
- First aid supplies (*keep it handy so you can make it through the ouchies intact*)
- Box cutter. (*Don't pack this puppy at all! It's the first thing you'll need to open your packages.*)

General List of Supplies For College:

- Social security number
- Book bag/Backpack
- Dictionary
- Thesaurus
- Blankets, Sheets, Mattress Pad
- Pillows, Pillow Cases
- Towels
- Soap
- Shampoo/conditioner-general personal hygiene supplies
- Paper products-tissues, paper towels, etc.
- Kitchen towels
- Small throw rug
- Full length mirror
- Alarm Clock
- Lamps
- Light bulbs
- Extension Cords
- Power Strips
- Converters-from two prong to three prong outlets
- Trash can
- Trash bags
- Calendar
- Notebook/folder
- Paper
- Pencils, pens
- Stamps
- Glue
- Liquid paper
- Hi-Lighters
- Laundry basket, detergent, and quarters
- Hangers
- Iron
- Drying rack
- Sewing Kit, First Aid kit
- Umbrella
- Flashlight
- Can opener
- Filtered water bottle
- Hot Pot or microwave
- Pans/pots
- Dishes
- Dish soap
- General cleaning supplies-bucket, sponge, broom
- Vacuum cleaner
- Tupperware
- Silverware
- Tape
- Scissors
- Hammer
- Flat head screwdriver, Phillips head screwdriver
- Hooks, screws, nails, tacks, picture hooks
- Cell phone/charger
- Calculator
- Fan
- Laptop - with supplies
- Printer/paper
- Flash drive
- Flash drive case w/ lanyard
- Stereo, TV, DVD, video game console

Getting Started in Your New Home

Utilities...call to arrange service prior to moving in if necessary.

PP&L Inc. (electric)
1.800.342.5775

UGI Utilities (gas)
1.800.276.2722

Verizon (phone and internet)
1.800.837.4966

Comcast (cable and internet)
1.800.266.2278

Oil

Many choices, consult your yellow pages or landlord/manager

Some apartments in Lancaster City require permits for your car.

To obtain a parking permit at the Treasurer's Office located at 39 W. Chestnut Street, Lancaster. Students must present the following: 1) a driver's license, 2) car registration, 3) proof of insurance, 4) copy of their lease, and 5) proof they are currently enrolled in college.

- Permit fee per year (Jan-Dec) per vehicle is \$ 20.00.

CHECK OR MONEY ORDER ONLY! NO CASH.

Make Checks Payable:
City of Lancaster

- A \$2.00 replacement fee will be charged if you lose your sticker.
- A \$5.00 transfer fee will be charged when transferring permit to another vehicle.
- A \$2.00/day fee will be charged for all guest/contractor temporary permits. A guest permit is valid for 15 days; a contractor permit is valid for one (1) month. (Note: These permits are specific to a vehicle and must match the vehicle registration number.)
- Any questions or concerns about these changes, please stop by the Treasurer's Office located in the rear of the police station across the street from the college, Monday thru Friday 8:30 AM to 5:00 PM. For more information go to <http://cityoflanasterpa.com/resident/permit-parking> or call City Customer Service at 717-735-3425 or the Traffic Commission Administrator at 717-291-4730

Laundry Facilities

We have listed a few resources. Consult your phone book for additional options.

Charles Laundry 717.299.9044
425 E Orange Street
Lancaster, PA

Charles Laundry 717.394.3906
340 N. Mary Street
Lancaster, PA

Dolly's Wash House 717.293.9413
574 New Holland Avenue
Lancaster, PA

Festiva Laundry 717.390.2020
701 Columbia Avenue
Lancaster, PA

Lizzy's Laundry 717.393.8462
114 W. King St.
Lancaster, PA

Frequently Asked Questions and Answers About City Services

Q: Excessive noise?

A: Call Lancaster Countywide Communications at 664-1180.

Q: Problems with animals such as neighbors' pets, dangerous pets and animals running loose in the neighborhood?

A: Call Lancaster Countywide Communications at 664-1180 or the Dog Law Enforcement Officer at 787.3062

Q: To complain about deteriorated conditions of a property?

A: If this is the property you are renting, make sure you have addressed the issues with your landlord first, once you have and have not received a timely response or if it is a neighboring property, call the Housing & Inspections located in City Hall at 291-4706.

Q: Trash in your neighborhood, missed trash pick-ups, illegal dumping and problems with trash haulers?

A: Call the Department of Housing & Neighborhood Development at 291.4706

Q: Parking tickets or street cleaning tickets you have received?

A: Call the Traffic Division of the Bureau of Police at 735-3452.

Q: Abandoned vehicle or hazardous vehicle?

A: Call Lancaster Countywide Communications at 664-1180. They will dispatch someone to investigate. Be prepared with a description of the make, model, and the license plate number, if available. Note: the vehicle must have been abandoned for more than 48 hours. One can also call the Hazardous Abandoned Vehicle Department of the Police at 735-3454.

Q: Drug-dealing activity?

A: Call the Drug Task Force Hotline at 1-800-422-1380 or the Lancaster Bureau of Police at 735-3300.

Q: Form a Neighborhood Block Watch?

A: Call the Crime Prevention office of the Bureau of Police at 735-3481

For more information, [click here](#) to check out the website for the City of Lancaster

Leaving your Apartment

Well, all good things must come to an end! So assuming that your stay has been a pleasant one, and you're still on somewhat good terms with your landlord, here's what you can expect:

- Be sure to give plenty of notice – 30 days is customary (unless otherwise noted in your lease.)
 - Clean the apartment. (Remove nails and spackle over holes. You don't have to shampoo the carpet or repaint unless the place looks like an absolute war zone or your lease requires you to.)
 - Check to see if your landlord has something like an inventory sheet to use as evidence that you've left the place in good shape. (If not, borrow someone's Polaroid, digital camera, or video camera to create your own evidence.)
 - If you're thinking of subletting, check with the landlord first to see if a sublease is necessary or even legal. Remember, you're liable for your subletter's behavior.
 - Thinking of just up and leaving? DONT! It's against the law.
 - Security deposits. A landlord cannot subtract "wear and tear" from your deposit. The landlord has 30 days to deal with security deposit matters, so be sure to leave a forwarding address.
 - If you are leaving on good terms, try to get a written recommendation from your landlord to present to another prospective landlord as proof of your "good character."
- * A handbook from the Fair Housing Center at LHOP is available in the Student Life Office . You can request a copy by contacting the [Director of Student Life & Housing](#) or you can [click here](#) to view the handbook online**

Students who are renting an apartment will be asked by the college to sign the following:

**Pennsylvania College of Art & Design
Social Responsibility Contract**

Students at Pennsylvania College of Art & Design are members of a community of artists studying within Lancaster City. PCA&D wants its students to engage positively in the life of the College as well as in the cultural and civic life of Lancaster and its surrounding neighborhoods. This Social Responsibility Contract reinforces the College's expectations that students will be good neighbors, and provides notice that consequences for PCA&D students may be implemented should behavioral violations occur.

PCA&D's Student Code of Conduct states that all students are subject to appropriate rules of proper conduct. In promulgation of the Student Code of Conduct, the College reserves the right to suspend or dismiss a student whose attendance, academic performance or conduct—*whether on or off college premises*—is judged unsatisfactory. The Student Affairs and Academic Standing Committee is responsible for upholding the Student Code of Conduct policy. A student accused of unacceptable behavior is entitled to a hearing before this committee and, depending on the violation brought before it, the Student Affairs and Academic Standing Committee is expected to submit a written recommendation for acquittal, disciplinary probation, suspension or dismissal to the Dean of Students. *However, it is important to note that the College has a right-to-dismiss policy and can dismiss a student without due process if circumstances warrant.*

Whether a student is on College premises or within the surrounding community, including as residents or tenants in off campus living arrangements, all conduct is governed by the disciplinary, drug, alcohol, harassment, violence and other related policies described in the most current online versions of the *PCA&D Catalog and Student Handbook* and *Annual Security Report*. Infractions of any of these policies can affect a student's status at the College.

In addition to complying with the policies published in the Student Handbook and Security Report, students are expected to comport themselves in a satisfactory and responsible manner while off campus, reflective of good citizenship and accountability. Students entering into lease agreements or off campus housing accommodations are expected to observe their obligations under such arrangements, including without limitation, trash removal, property maintenance, and party, noise and nuisance restrictions.

PCA&D considers all its students to be members of the College's community *at all times*. As such, students are always representatives of the institution—even when not in school or officially engaging in activities related to being a BFA student. It is important to the College that students living in Lancaster city are recognized as good citizens and neighbors. As a PCA&D student, your signature on this contract indicates an acceptance of the policy and conduct expectations presented in it. The Social Responsibility Contract remains applicable for as long as you are a matriculated PCA&D student living in Lancaster City.

Name (print)

Date

Signature

Sample Forms



Pennsylvania College of Art & Design

Housing & Roommate Information

Month Date, Year



The Student Life Office of Pennsylvania College of Art & Design provides housing, roommate and commuting information to incoming and returning students for their convenience. The Student Life Office collects the information and prepares a bulletin on a weekly/biweekly basis, depending on the amount of new information received, from March to August.

Roommates:

The roommate listing is comprised of the names, phone numbers, home town, year in college, e-mail address, price range for what the student wishes to spend, smoking preference, number in family, music preference, and when the student generally wakes up and goes to bed of those individuals looking for a roommate.

Apartments:

An apartment listing in our bulletin does not indicate that Pennsylvania College of Art & Design inspects, approves, or is responsible for the condition of any rooming or housing option. PCA&D cannot be responsible for negotiating or terminating leases. Leases are the responsibility of students and/or their parents. Pennsylvania College of Art & Design does not knowingly assist or support any landlord who engages in unlawful housing discrimination.

Apartment listings in this bulletin are taken from listings supplied by local landlords and LNP, The Lancaster Newspaper. The classifieds for this paper may be searched online at www.lancasteronline.com. Another resource is www.craigslist.org.

VERY IMPORTANT:

After you have found housing and/or a roommate, please call the Student Life Office at (717) 396-7833 ext 1018 or send an e-mail to our Housing Referral Service at HousingService@pcad.edu if you no longer need the assistance of this publication, if any of the information is incorrect, or if you have any questions.



First Name Last Name

City, State
Male or Female, Year

e-mail, phone number
Are you neat and orderly? Budget: per month
smoker or non-smoker, vegetarian or non-
vegetarian
Sleep time
Wake Time
Music preferences
What are you looking for in a roommate?

First Name Last Name

City, State
Male or Female, Year

e-mail, phone number
Are you neat and orderly? Budget: per month
smoker or non-smoker, vegetarian or non-
vegetarian
Sleep time
Wake Time
Music preferences
What are you looking for in a roommate?

First Name Last Name

City, State
Male or Female, Year

e-mail, phone number
Are you neat and orderly? Budget: per month
smoker or non-smoker, vegetarian or non-
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Sleep time
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City, State
Male or Female, Year

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Are you neat and orderly? Budget: per month
smoker or non-smoker, vegetarian or non-
vegetarian
Sleep time
Wake Time
Music preferences
What are you looking for in a roommate?



Roommate List Month Date, Year

P0 BOX 59 - 204 N. Prince Street - Lancaster, PA 17608-0059 - HousingService@pcad.edu - 717-396-7833 x1018



Apartment List Month Date, Year

P0 BOX 59 - 204 N. Prince Street - Lancaster, PA 17608-0059 - HousingsService@pcad.edu - 717-396-7833 x 1018

- **Location of Apartment, Size, Price per month, Utilities included, Phone number, any other additional information.
- ** Location of Apartment, Size, Price per month, Utilities included, Phone number, any other additional information.
- Location of Apartment, Size, Price per month, Utilities included, Phone number, any other additional information.
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- Location of Apartment, Size, Price per month, Utilities included, Phone number, any other additional information.

End of List...

** = has rented to PCA&D students before.

W=water, S=sewer, T=trash, H=heat, inc.=includes, A/C=air conditioning, effic.=efficiency (1 person only)

Apartment Search Check List

For first time apartment hunters and old hands alike, checking out potential places can be a daunting task. So much stuff to remember! Here's something to make it easier. Use this checklist of things to consider and questions to ask during your apartment hunt.

Name of Landlord:

Address of Apartment:

Phone Number:

Date of Visit:

	YES	NO
• When is the apartment available? _____	<input type="checkbox"/>	<input type="checkbox"/>
• Is it currently occupied?	<input type="checkbox"/>	<input type="checkbox"/>
• When can I move in? _____		
• What is the monthly rent? _____		
• What deposits are required? _____		
• When is rent due? _____		
• What are the penalties for late payment? _____		
• What are the terms for renewing the lease? _____		
• Number of bedrooms? _____		
• Can I sublet?	<input type="checkbox"/>	<input type="checkbox"/>
• What is the maximum number of people that can occupy this apartment? _____		
• Are any utilities included?	<input type="checkbox"/>	<input type="checkbox"/>
• Can I have a list of utilities companies with contact information?	<input type="checkbox"/>	<input type="checkbox"/>
• Are pets allowed?	<input type="checkbox"/>	<input type="checkbox"/>
• What kind of pets? _____		
• Is there a pet deposit?	<input type="checkbox"/>	<input type="checkbox"/>
• What modifications am I allowed to make? _____ (painting, wallpapering, installing shelves...)		
• Will my furniture fit in the apartment?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there blinds and/or curtains already hung?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there additional or enough storage space?	<input type="checkbox"/>	<input type="checkbox"/>
• Are closets adequate?	<input type="checkbox"/>	<input type="checkbox"/>
• Do closet doors operate smoothly?	<input type="checkbox"/>	<input type="checkbox"/>
• Are kitchen and bathroom cabinets adequate?	<input type="checkbox"/>	<input type="checkbox"/>
• Do drawers and doors open and close easily?	<input type="checkbox"/>	<input type="checkbox"/>
• Are windows and natural light ample?	<input type="checkbox"/>	<input type="checkbox"/>
• Signs of roaches or mice? Look behind and under counters and sinks, dishwashers, inside closets, drawers, and along base boards.	<input type="checkbox"/>	<input type="checkbox"/>
• Does the landlord provide regular exterminating services?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there areas of stains or bubbly paint indicating water seepage?	<input type="checkbox"/>	<input type="checkbox"/>
• Are hallways and stairways cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
• Are washers and dryers available?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a charge to use them?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there parking facilities available?	<input type="checkbox"/>	<input type="checkbox"/>
• If so are they assigned?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
• Is there trash disposal?	<input type="checkbox"/>	<input type="checkbox"/>
• How does it operate? _____		
• Is it nearby public transportation?	<input type="checkbox"/>	<input type="checkbox"/>
• Supermarkets?	<input type="checkbox"/>	<input type="checkbox"/>
• Pharmacies?	<input type="checkbox"/>	<input type="checkbox"/>
• Are doors equipped with dead-bolt locks?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the door have a peephole?	<input type="checkbox"/>	<input type="checkbox"/>
• Do all windows lock?	<input type="checkbox"/>	<input type="checkbox"/>
• Where are mailboxes located? _____		
• Are they secure?	<input type="checkbox"/>	<input type="checkbox"/>
• Are hallways brightly lit at all times?	<input type="checkbox"/>	<input type="checkbox"/>
• Is temperature even?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there drafts?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you control the temperature level?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there air conditioning?	<input type="checkbox"/>	<input type="checkbox"/>
• What is the average monthly/annual cost of heating and cooling? _____		
• What direction does the apartment face? (North and east exposures may require up to 20% more heat in the winter, south and west may require more energy for cooling.)		
• Are furnished appliances in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
• What is the capacity of the water heater? _____		
• Does it produce sufficient hot water?	<input type="checkbox"/>	<input type="checkbox"/>
• Who is responsible for repairs? _____		
• Is water pressure sufficient? (to test, turn on taps in both kitchen and bath at the same time.)	<input type="checkbox"/>	<input type="checkbox"/>
• Does the water get hot in a reasonable amount of time?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the water run rusty?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there air in the pipes?	<input type="checkbox"/>	<input type="checkbox"/>
• Are the faucets easy to operate?	<input type="checkbox"/>	<input type="checkbox"/>
• Do they drip?	<input type="checkbox"/>	<input type="checkbox"/>
• Do the sinks drain quickly?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there much mildew present?	<input type="checkbox"/>	<input type="checkbox"/>
• Are the toilet tank seals in working order? (Can be checked by putting a few drops of food coloring in the tank. If color shows up in the bowl, the seal is leaking.)	<input type="checkbox"/>	<input type="checkbox"/>
• Are the receptacles grounded?	<input type="checkbox"/>	<input type="checkbox"/>
• Do all outlets work? (Check with a small plug in night light.)	<input type="checkbox"/>	<input type="checkbox"/>
• Are there enough outlets in each room?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there smoke alarms?	<input type="checkbox"/>	<input type="checkbox"/>
• Are they working? (test them)	<input type="checkbox"/>	<input type="checkbox"/>
• Do all sockets work? (Use a light bulb to check)	<input type="checkbox"/>	<input type="checkbox"/>
• Will the electrical service handle the load based on all your appliances?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there multiple phone lines?	<input type="checkbox"/>	<input type="checkbox"/>

- | | YES | NO |
|--|--------------------------|--------------------------|
| • Is the front door solid? (To deter noise.) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do windows and sliding glass doors fit tightly? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can you hear your neighbors? | <input type="checkbox"/> | <input type="checkbox"/> |
| • What about outside noise? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there exhaust fans in the bathrooms? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are screens and storm windows in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your unit have a private entrance? | <input type="checkbox"/> | <input type="checkbox"/> |
| • How high are the ceilings? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Additional copies of this checklist are available through the Housing Referral Service.